

03/AR-1000

78-3661/12

Executive Registry

78-9641/6

1978

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MEMORANDUM FOR: Director of Central Intelligence

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : ~~Suggestions from Congressional Women's Caucus~~

REFERENCE : Memo to DDA from DCI, dated 16 August 1978, same subject

1. Action Requested: None; for information only.
2. The following is provided in response to your request for additional information on the recruitment of women:
 - a. Survey the Agency to determine those areas in which we have the greatest need to increase the percentage of women.

In order to determine the distribution of women, a computer analysis was made of significant areas of population in the various occupational categories in the Agency. The results are indicated below.

Occupational Groups	Representation of women (%)	Estimated Pool of Qualified Women (%)**	Under-represented by more than 2%
Career trainee/			
student trainee	28.0	20	
Economists	15.2	15	
Intelligence Production	18.3	20	
Intelligence Reporting	48.2	39	
Intelligence Operations (DDO)	8.2	20	X
Geography, History	29.6	26	
Personnel Administration	55.2	6	
Computer Systems			
Administration	24.4	14	
Administration	18.9	5	
Accounting & Budget	35.1	9	
Medical	18.5	*	
Engineering	1.0	1	
Legal	12.0	5	
Physical Sciences	4.7	13	X
Library and Archives	69.4	82	X
Training	44.4	*	
Security	15.4	20	X
Logistics/(Transportation)	21.1	*	

*Comparative data not available from current sources.

**See note on following page

Those occupational categories in which women are not represented in proportion to their potential availability are:

Case Officers - Although women are actively recruited to serve as case officers, the cultural restrictions on their operational use in many parts of the world must necessarily limit their numbers in the Operations Directorate.

Security Officers - The Agency has been actively recruiting for some time to redress the imbalance in the proportions of women serving as security officers.

Librarians/Archivists - There currently are very few requirements for librarians; however, recruiters do solicit applications routinely from women. Ironically, we are aware of interest in male applicants for librarian positions - probably in reaction to the very large number of women in the field.

Physical Scientists - There are continuing requirements for sizable numbers of physical scientists in a variety of disciplines. The recruiters are aware, of course, of the Agency's interest in obtaining qualified women for these positions. We will, however, make a special effort to bring this area to their attention once again in view of the significant under-representation in this occupational category.

****Note:** Data on the estimated pool of qualified women has been compiled by periodically extracting data from issues of The Chronicle of Higher Education and by an analysis of the Women's Equity Action League's publication, "Women Graduates, a statistical survey of the proportion of women earning degrees in higher education in the United States."

b. Identify those colleges which produce significant numbers of women graduates with skills needed by the Agency.

Reference material currently available to us does not provide data on the number of women in specific academic disciplines in specific colleges and universities. [REDACTED] the CIA Federal Women's Program Manager, advises that she has been unable to obtain such information from Ms. Hermann and other sources, and that a listing containing such data apparently has not been compiled. As a result, we have been in touch with a representative of HEW to obtain this information. HEW apparently will be able to compile a computer listing of the desired demographic data once we submit our requirements to them. We are now in the process of negotiating an order for the computer listing. Once it is obtained, it will be provided to our recruiters for their guidance.

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c. Representative Schroeder's complaint that everything was held so mysteriously during her interview with our recruiter.

You can assure Representative Schroeder that, for some years, we have been conducting our recruiting interviews in a candid and straight-forward manner. Recruiters are given precise, written instructions on what applicant skills and qualifications are required by each Agency component. During an interview, the recruiter describes the basic functions of the Agency and attempts to assess where the individual might best fit in. A substantial number of applicants have a combination of skills and qualifications which will make them of interest to more than one office. Recruiters routinely discuss each of these multiple possibilities, both for informational purposes and to determine the applicant's area of primary interest, in an open and non-mysterious way.

d. List of women's colleges which have been visited within the last three years by recruiters:

Barnard College, NY
Bryn Mawr College, PA
City University of NY,
Hunter College, NY
Colby-Sawyer College, NH
Colby-Sawyer Colorado Women's
College, CO
College of New Rochelle, NY
College of St. Elizabeth, NY
Converse College, SC
Hollins College, VA
Lesley College, MA

Manhattanville College, NY
Marymount College, NY
Mount Holyoke College, MA
Neary College, IL
Rutgers/Douglass College, NJ
Simmons College, MA
Smith College, MA
Spelman College, GA
Sweet Briar College, VA
Vassar College, NY
Wellesley College, MA
Winthrop College, SC

Because of their intensive recruiting schedules, recruiters are unable to visit every women's college. Several of those which offer degrees of interest to us are contacted by correspondence. Recruiters list our requirements and solicit the referral of resumes. The following women's colleges have been contacted via correspondence within the last three years:

Cedar Crest College, PA
Chestnut Hill College, PA
College Misericordia, PA
Gwynedd-Mercy College, PA
Immaculate College, VA
Mills College, CA
Pace University, College of
White Plains, NY

Randolph-Macon Women's College, VA
Regis College, MA
Sarah Lawrence College, NY
Skidmore College, NY
St. Mary's College, IN
Texas Women's University, TX
Trinity College, NC

The recruiters were given written instructions in January 1978 to write every potential source in their territories at least once a year if they are unable to visit the source personally. The purpose of this directive was to ensure that all sources are fully aware of the Agency's recruitment requirements.

e. Do we get more women professionals (and technicians) from women's colleges or from co-ed colleges? If we get more from co-ed colleges, which of them are the best sources of women professionals?

In FY 1977, the Agency hired 85 women professionals and technicians. The academic sources of these employees were as follows:

Degree: Type of School	BA/BS	MA/MS	Ph.D.	No Degree	Totals
Women's	7	-	-	-	7
Co-ed	38	27	1	-	66
Foreign	1	1	-	-	2
High School	-	-	-	10	10
Totals	46	28*	1**	10	85

*Of these employees, two (2) obtained their Bachelor degrees from Women's Colleges and 26 obtained their Bachelor degrees from Co-ed Colleges.

**Employee obtained Bachelor degree from co-ed school (no masters degree)

You will note that we hired more women from co-ed colleges than we did from women's colleges. This may simply reflect the fact that there are more co-ed institutions than there are women's colleges. It may also reflect the fact that the Agency hires few liberal arts majors without advanced degrees. The co-ed schools, of course, are more likely to offer advanced degree programs than women's colleges.

The specific academic institutions which graduated the women professionals hired in FY 1977 are listed below. If there was more than one graduate, the total number is indicated in parentheses.

American University, DC (3)	Princeton, University, NJ
Antioch College, OH	Purdue University, IN
Auburn University, AL	Sam Houston State Univ., TX
Austin College, TX	School of Advanced International Studies, DC (2)
Australian National Univ., Australia	Shaw University, NC
Brooklyn College, NY	Southeastern Louisiana Col., LA
Bryn Mawr College, PA	Stanford University, CA (3)
Carleton College, MN	State University of New York, NY
Catholic University, DC	Syracuse University, NY
College of Charleston, SC	Texas Tech University, TX
Columbia University, NY (2)	Univ. of California (6)
Cornell University, NY	Univ. of Chicago, IL (2)
Dartmouth College, NH	Univ. of Delaware
Eckerd College, FL	Univ. of Florida
Fisk University, TN	Univ. of Glasgow, Great Britain
Fletcher School of Law & Diplomacy, MA	Univ. of Hawaii
Franklin & Marshall College, PA	Univ. of Kentucky
Gallaudet College for the Deaf, DC	

(Columns continued in next page)

Georgetown University, DC	Univ. of Maryland
Goucher College, MD	Univ. of Massachusetts
Grambling State University, LA	Univ. of Missouri
Grove City College, PA	Univ. of Nebraska
Hampton Institute, VA	Univ. of North Carolina (3)
Indiana University, IN	Univ. of Northern Colorado
Indiana Univ. of Pennsylvania, PA	Univ. of Notre Dame, IN (2)
Inter-American Univ. of Puerto Rico, PR	Univ. of Puerto Rico
Leningrad State University, USSR	Univ. of Richmond, VA
Long Island University, NY (2)	Univ. of South Carolina
Loyola College, MD	Univ. of Southern Alabama
Madison University, VA	Univ. of Tennessee
Marlboro University, VT	Univ. of Texas
Marshall University, W VA	Univ. of Washington (2)
Mary Washington College, VA (2)	Univ. of Western Australia
Massachusetts Institute of Tech. MA	Univ. of Wisconsin
Michigan State University, MI	Vanderbilt Univ., TN
Morgan State University, MD	Vassar College, NY
Mount Holyoke College, MA	Va. Polytechnic Inst., VA
Northeastern University, MA	Virginia State College, VA
Northern Illinois University, IL	Wellesley College, MA (3)
Old Dominion University, VA	Williams College, MA
Oregon State University, OR	York College of Pennsylvania
Pennsylvania State Univ., PA	

It might be concluded, therefore, that the University of California is our best academic source of women professionals with American University, Stanford, the University of North Carolina, and Wellesley College tied for second place. It would be more appropriate, however, to conclude that the great number of colleges and universities represented in this tally (82) results primarily from the nation-wide efforts of our recruiters, and that there are a great many excellent academic sources of women professionals.

3. As previously noted, recruiters respond to specific requirements levied on them by offices which have or anticipate vacancies. The recruiters then contact the sources they have developed in order to locate qualified candidates for employment. That full attention is given to women applicants is evidenced by the fact that in FY 1977 women comprised 20% of the professionals and technicians hired by the Agency. This figure compares favorably with statistics which show that only slightly more than 20% of the graduate students majoring in academic disciplines of interest to the Agency are women. Thus far in FY 1978, 315 new professional and technical employees have been hired, 74 or 23% of these are women. Clearly, our efforts to improve the representation of women in our professional and technical ranks are proving successful.

/s/John F. Blake

John F. Blake


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Acting Director of Personnel

30 AUG 1978

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OP/RD  (29 Aug 78)

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978-2661/6

Executive Registry
78-9641/4

16 AUG 1978

MEMORANDUM FOR: Deputy Director for Administration

FROM: Director of Central Intelligence

SUBJECT: Suggestions from Congressional Women's Caucus

REFERENCE: Memo to DCI from DDA, 3 Aug 78, Same Subject
(ER 78-9641/2)

1. Thanks for your memo in response to the suggestions from the Congressional Women's Caucus. With respect to item 2C, the bolstering of recruitment of women with scientific and technical backgrounds, I recently met with the Women's Federal Program Coordinator, Ms. Diane Herrmann. She indicates that her organization keeps track of which colleges produce women graduates in different academic areas. I'd like to take advantage of this or any other kinds of data as to where particular pools of women's academic expertise are located. I'd like to survey the Agency to see in which academic skills we have the greatest need for recruiting women in order to increase the percentage of women in particular branches or areas where there are rather few today. Then I'd like to look at whether our probability of obtaining women with these particular skills is better at MIT or Wabash or Iowa State or Stanford or where. In short, I would like to see our recruiters with specific goals tailored to our shortages and specific guidance as to where in their geographical areas they are most likely to find the type of women we need.

2. In paragraph 2D, it was Representative Schroeder of Denver who indicated that when applying for a job she was not given any indication of what work she might do. Her complaint was not really that she thought she was being channeled into secretarial work vice professional work; her complaint was that everything was held so mysteriously that she didn't know whether she was going to be considered for analytic work of the type done in NFAC, or clandestine work of the type done in DDO, or scientific work of the type done in DDS&T. I certainly hope that we approach our recruiting today in a much more open manner, whether it's for males or females.

3. In paragraph 3 of your memo, you indicate that our recruiters visit organizations and schools which are predominantly composed of

women. I'd enjoy knowing which women's colleges these are and whether we get more women professionals from women's colleges or from coed colleges, and, if so, which of the coed colleges are our best sources of women professionals.



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cc: CIA Federal Women's Program Manager



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